
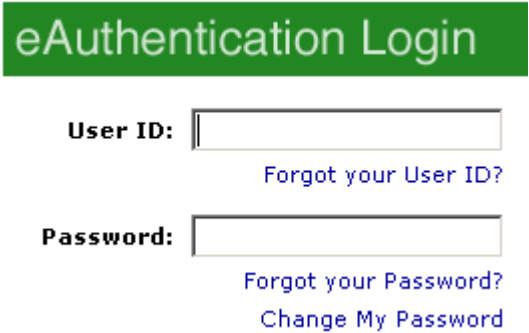

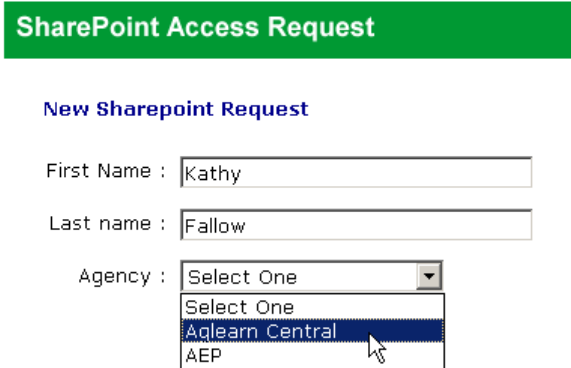



Requesting SharePoint Access to AgLearn Central

AgLearn Central is your “stop” for great resources, from job aids to forums. To start using the great resources at AgLearn Central, you’ll need to first request access to the site.

| Step | Activity | View |
|------|---|---|
| 1. | Visit the portal site: https://portal.usda.gov/sites/aglearn . Note: You must be within the USDA firewall to access this site. | https://portal.usda.gov/sites/aglearn |
| 2. | Click I Agree . |  |
| 3. | Enter your eAuthentication User ID and Password. |  |
| 4. | Click Login . |  |
| 5. | Select Click Here To Request Access . | <p>You do not have access to the SharePoint site.</p> <p>Click Here To Request Access</p> |
| 6. | Type your first and last name, then select AgLearn Central from the Agency drop-down list. |  |
| 7. | Click Submit . |  |

Requesting SharePoint Access to AgLearn Central

8. Review the confirmation screen that indicates an email will be sent once access has been provided.

Your request has been received.

You will be notified via email once access has been provided.

Thank You.

9. The email will appear from pointmail@ocio.usda.gov

| | | |
|----------------------------|--|-------------------------|
| Kafshi, Ali | RE: Happy holidays... | Tue 12/22/2009 12:32 PM |
| Kafshi, Ali | RE: AgLearn OPS Meeting | Tue 12/22/2009 12:32 PM |
| pointmail@ocio.usda.gov | Welcome to the SharePoint group: AgLearn Members for site: AgLearn Central | Tue 12/22/2009 10:42 AM |
| pointmail@ocio.usda.gov | Welcome to the SharePoint group: AgLearn Owners for site: AgLearn Central | Tue 12/22/2009 10:38 AM |
| Maurath, Mike (Contractor) | RE: AgLearn OPS Meeting | Tue 12/22/2009 9:53 AM |
| Davin, Jerome | Re: AgLearn OPS Meeting | Tue 12/22/2009 9:56 AM |
| Kafshi, Ali | RE: AgLearn OPS Meeting | Tue 12/22/2009 9:54 AM |

10. Open the email and click the link to **participate in the Share Point site.**

From: pointmail@ocio.usda.gov
 To: Palfus, Kathleen
 CC:
 Subject: Welcome to the SharePoint group: AgLearn Members for site: AgLearn Central

Welcome to the "AgLearn Members" SharePoint group. JEROME DAVIN (j.davin@usda.gov) has added you to the "AgLearn Members" group for this SharePoint site.
 Group description: Use this group to give people contribute permission to the SharePoint site: AgLearn

As a member of this SharePoint group, you can:

- * Participate in the SharePoint site at: <https://portal.usda.gov/AgLearn>
- * View the group home page at: https://portal.usda.gov/AgLearn/_layouts/15/Default.aspx?GroupID=7

What is a SharePoint site?

A SharePoint site is a Web site that provides a central storage and collaboration space for documents, information, and ideas. A SharePoint site is a tool for collaboration, just like a telephone is a tool for communication, or a meeting is a tool for decision making. A SharePoint site helps groups of people (whether work teams or social groups) share information and work together. For example, a SharePoint site can help you:

- * Coordinate projects, calendars, and schedules
- * Discuss ideas and review documents or proposals
- * Share information and keep in touch with other people

SharePoint sites are dynamic and interactive -- members of the site can contribute their own ideas and content as well as comment on or contribute to other people's